TABLE 12-4

* SECURITY INVESTIGATIONS AND OPERATIONS

RULE	A If documents are or pertain to	B consisting of	C which are	D then
1	internal security investigations for DOD affiliated personnel	investigations of personnel when the allegation falls within the purview of AFRs 35-62, 40-732, or 205-4, exclusive of copies of investigative reports furnished by the US Civil Service Commission	record copies at HQ AFOSI wherein the affiliation was not completed	destroy 1 year after notification that affiliation was not completed.
2			record copies at HQ AFOSI wherein the affiliation was completed	destroy after 15 years (see note 2).
3			copies retained by AFOSI field extensions	destroy after 3 months, or when purpose has been served, whichever is sooner.
4	special requests	limited personnel investigations, normally an LAC only, based upon special requests from local commanders. Limited investigations under this type are conducted on individuals in whom commanders have an interest from a security standpoint, because they have access to areas where they might acquire information or are in a position which could adversely affect security but they do not require a formal security clearance	copies at HQ AFOSI and AFOSI field extensions	
5	reciprocal investigations (personnel security)	* reports, statements, affidavits, correspondence, and informational data prepared at the request of and for US, state, other local government agencies, or another federal agency, including DIS	copies retained by AFOSI field extensions	destroy after 3 months.
5.1 *			copies retained by AFOSI field extensions which contain names of sources not released to DIS	destroy after 1 year.
6	* unfavorable premarital investigations (when marriage takes place)	requests, reports of investigations of prospective alien spouse of military personnel per AFR 211-18	record copies at HQ AFOSI	* destroy after 5 years (see note 1).
7			copies retained by AFOSI field extensions overseas.	destroy after 1 year.
8 *	unfavorable premarital investigations (when marriage does not take place)		copies retained by AFOSI field extensions.	
9 *	favorable premarital investigations			

EXHIBIT 4

TABLE 124–4 (Continued)

RULE	A If documents are or pertain to	B consisting of	C which are	D then
10	[RESERVED]			
11	★ protective services investigations	★ reports, statements, affidavits, correspondence and related documents regarding individual case	record copies at HQ AFOSI	★ destroy after 15 years.
12			copies retained by AFOSI field extensions	destroy after 1 year, or when no longer needed, whichever is later.
13	protective services referral information	★ identification data/summaries concerning individual or groups reportable to USSS under AFR 124–16	record copies at HQ AFOSI	★ destroy after 15 years.
14			copies retained by AFOSI field extensions	destroy after completion/termination.
15	protective services operations	★ reports of either completed full scale protective services operations or letter reports reflecting the expenditures of AFOSI resources to provide limited protective assistance to senior officials	★ record copies at HQ AFOSI	destroy after 5 years, or when no longer needed, whichever is sooner.
16			copies retained by AFOSI field extensions	destroy after 3 months, or when no longer needed, whichever is sooner.
17	personnel security investigations for DOD affiliated personnel	investigations of personnel employed by or seeking employment from the government or whose relationship otherwise with the government requires a security clearance but exclusive of copies of investigative reports furnished by US Civil Service Commission	★ record copies at HQ AFOSI created prior to Oct 72 and maintained in support of Defense Investigative Service	★ destroy 15 years after date of last action.
18	refugees/defectors cases	reports, statements, correspondence and informational data filed therewith pertaining to or furnished by foreign nationals	★ record copies at HQ AFOSI	★ destroy 25 years after date of last action.
19			copies retained by AFOSI field extensions	destroy after 1 year.
20 ★	special inquiry - AFOSI personnel	reports, statements, affidavits, correspondence, and related documents pertaining to specific inquiries	record copies at HQ AFOSI	destroy at the time an individual's assignment to AFOSI/DIS is terminated, or upon withdrawal of the 82XX or 821XX AFSC, or after termination of reprocurement process, whichever is longer.
21 ★			copies retained by AFOSI field extensions	destroy 3 months after command action has been completed.

NOTES: 1. Reports of investigation conducted on an alien spouse of AF personnel assigned to AFOSI/DIS, or who possess 82XX or 821XX AFSC, or on who AFOSI has pending reprocurement action, will be filed with and destroyed under the same disposition criteria as the AFOSI Applicant Processing Case File if the retention period for the particular investigation has expired.

2. Those files determined to be of possible historical value, those of widespread public or Congressional interest, may be offered to NARS after 15 years.